

EDUCATION ASSISTANCE PROGRAM

SURVEY

Company
Name: **Westinghouse Savannah River Company**

Contact
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Does your company offer an Education Assistance Program? No ____ Yes X

If your answer is "Yes," please answer the following questions:

1. Who is eligible to participate in your Education Assistance Program? (Check all appropriate boxes, and fill in the parentheses if applicable.)

<input checked="" type="checkbox"/>	Regular full-time employees	<input type="checkbox"/>	Temporary part-time employees
<input type="checkbox"/>	Regular part-time employees	<input type="checkbox"/>	Employee must have completed () months of active employment prior to starting the program
<input type="checkbox"/>	Temporary full-time employees	<input type="checkbox"/>	Employee agrees to complete () months of active service following completion of the program

Please list other personnel eligibility requirements (if applicable)

2. Is your program a "reimbursement" or "prepayment"?
X Reimbursement Prepayment (If you checked Prepayment, please explain the process you use.)

3. Do you have class grade requirements? (For example, a minimum of a "C" for undergraduate course?) ____ No X Yes (If yes, please specify.)

**A minimum of a "C" is required for undergraduate courses to be reimbursed.
A minimum of a "B" is required for graduate courses to be reimbursed.**

4. For employees pursuing a Masters degree, do you reimburse for masters' thesis/project credits while the thesis/project is in work (and all other coursework has been completed)? Or do you wait to reimburse until the thesis/project is successfully completed?
X Reimburse while in work Wait until successfully completed

5. Do you have limits on the dollar amount to be paid/reimbursed (i.e., \$5000/year)?
____ No X Yes (If yes, please specify.)

There is a limit of \$5,250 per fiscal year.

6. What education expenses are eligible under your program for payment/reimbursement? (*check all that apply*)

<input checked="" type="checkbox"/> Application Fee	<input checked="" type="checkbox"/> CLEP Fee	<input checked="" type="checkbox"/> Technology Fee
<input type="checkbox"/> Assessment Fee	<input checked="" type="checkbox"/> Graduation Fee	<input checked="" type="checkbox"/> Tuition
<input checked="" type="checkbox"/> Books	<input checked="" type="checkbox"/> Lab Fee	<input checked="" type="checkbox"/> Other(s) Student Activity Fee and Vehicle Registration
<input type="checkbox"/> Campus Parking	<input type="checkbox"/> Late Fee	
<input type="checkbox"/> Childcare	<input type="checkbox"/> Required Supplies	

7. Do you have criteria for approving courses of study (i.e., business/job relevance)?
☐ No ☒ Yes (*If yes, please explain.*)

Approval is granted for courses that are job related or personal development.

8. Do you have criteria for selecting colleges/universities (i.e., accreditation, location)?
☐ No ☒ Yes (*If yes, please explain.*)

The college or university and course of study must have accreditation.

9. Do you allow distance learning or correspondence?
☐ No ☒ Yes (*If yes, please explain your criteria.*)

Courses are allowed to be taken over the internet within the college/university rules.

10. Do you allow employees to use company time to attend classes?
☒ No ☐ Yes (*If yes, please explain.*)

11. Do you allow employees to use company equipment (i.e., computers, printers) for completing their course work?
☐ No ☒ Yes (*If yes, please explain.*)

Management approval is required to use company equipment for course work after hours.

12. Do you use an automated system for the employee to request reimbursement?
☒ No ☐ Yes (*If Yes, please answer the next few questions.*)

13. Does the automated system include electronic signature? ☐ No ☐ Yes

None

14. If you use an automated system, is it home-grown or a commercial product (COTS)? (Please circle one.) If a COTS, what product is it?

None

15. Is there anything else that you would like to tell us about your Education Assistance Program?

None

Thank you for participating in our survey! We appreciate you taking the time to answer these questions. We will be summarizing the data gathered and post the results to the FMSIC web site.